

## SSD Testing Lab Procedures

1. Get “Sign Me Up!” sheet from 301 Roosevelt or online
2. Fill out top half of sheet fully be sure to include your name, email and phone number as well as the course, instructor, date and time you expect to take the exam.
3. Once sheet is filled out give to professor to fill out bottom half
4. Bring completed “Sign Me Up!” to 301 Roosevelt 5 days before exam
5. If for any reason you cannot bring sheet 5 days before either call the lab (516) 463-5038 or email [SSD@hofstra.edu](mailto:SSD@hofstra.edu) and put testing in Roosevelt in the subject line and explain situation. Then bring sheet ASAP to the lab.
6. If you have any problems or questions about testing come to the lab or go to Memorial